

LINH TRAN

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2020
Major: Management Information Systems
GPA: 3.73 | Dean's List: Fall 2016 – present
University Honors & Business Honors Programs

SELECTED COURSES:

Information Systems in Organizations, Data Science, Legal Environment of Business, Creativity and Organizational Innovation, Financial Accounting

ACTIVITIES AND AWARDS:

Participant, Temple University Innovation Idea Competition 2016
Participant, Temple Analytics Challenge 2016
Head of Logistic Team, Connecting VietYouth – Charity running race 2015
Volunteer, Hope Center Hanoi – Community service to support handicapped children
2013 – 2014

INFORMATION TECHNOLOGY SKILLS:

Software Development: Tableau, Salesforce, Visual Studio.NET, Python
Database Management: SQL, MySQL
Web Development: HTML, CSS
General: Word, Excel, PowerPoint, Access, Project
Others: Google Analytics, Piktochat, Photoshop

EXPERIENCE:

STRATEGIC MARKETING AND COMMUNICATION *November 2016– Present*
Temple University

Office Assistant

- Assisted with event organization and meeting preparation
- Updated and maintained databases such as mailing lists, contact lists and client information, etc.
- Performed receptionist tasks

FREE HUGS HANOI ORGANIZATION

Head of PR team

2015

- Maintained and administered the Facebook Fanpage with over 10000 followers
- Executed online marketing strategy by using search engine optimization and email marketing to engage people participating as well as looking for sponsors
- Created designed infographics, photographs, ads to post on social media

LANGUAGES:

Vietnamese (native language)
English (advanced)

INTERESTS:

Travel, Piano, Dancing, Acting, Extreme Sports, Community Service, Making video